

Charge Ready

Small Site Rebate

Post-Construction Guide





Congratulations on completing construction on your Charge Ready site!

There are just a few more steps to complete until your site is Charge Ready! Use this guide to help you navigate through getting your site up and running.

If you have additional questions, please contact ChargeReady@sce.com.

- [Construction is complete, what is next?](#)
- [I installed my charging stations, what's next?](#)
 - [Final Charging Equipment Invoice](#)
 - [Charging Equipment Registration Form](#)
- [Who will receive the rebate and when can I expect my rebate payment?](#)
- [How much will my rebate be?](#)
- [I received my SCE Rebate, what's next?](#)
 - [Submitting monthly usage data](#)
- [Understanding your Electric Bill](#)
 - [Time-Of-Use Periods](#)
- [How to manage your site's charging load](#)
- [Demand Response Enrollment](#)
- [Cost Recovery: Charging Fees for EV Charging](#)
- [Charging Station Not Working?](#)
- [Ending My Participation](#)
- [Upgrading or Changing Charging Stations](#)
- [What happens after the commitment period is over?](#)
- [Additional Questions?](#)

Charge Ready Program	
Status	
Construction Complete	
Charging Stations Installed	
Rebate Received	
Operating Charging Stations	
Additional Considerations	

(New Meter Service) Construction is complete, what's next?

It's time to install your chargers!

SCE will send you an email alerting you of completion of the utility-side electrical work and energization of the meter for your Charge Ready project. You can use this email to log on to the Charge Ready Application Portal provide some key information and submit the required documentation.

You are required to install your vehicle charging stations within 20 calendar days of completing construction at your site. Work with your installer to complete the charging station installation.

Please ensure that the chargers you are installing match the models listed on the proof of purchase you submitted to SCE.

Customer Activities:

- Ensure you are using a C-10¹ licensed and insured contractor to perform your EVSE installation.
- Work with your C-10 licensed and insured contractor to secure any necessary permits that are required by your Authority Having Jurisdiction for the installation of the charging equipment.
- Make sure to have any applicable final inspections performed.
- Report any publicly accessible charging equipment to the US Dept of Energy tracking databases².
- Start working with your vendors to obtain all [required documentation](#) for your project.

1. A C-10 licensee “places, installs, erects, or connects any electrical wires, fixtures, appliances, apparatus, raceways, conduits, solar photovoltaic cells, or any part thereof, which generate, transmit, transform, or utilize electrical energy in any form or for any purpose.”

2. The US Department of Energy’s EV Charging Station Locations mapping tool at: [Alternative Fuels Data Center: Alternative Fueling Station Locator \(energy.gov\)](#)
The US Department of Energy’s Alternative Fuel Data Center at: <https://afdc.energy.gov/stations/#/analyze>

Charge Ready Program

Status

Construction Complete

Charging Stations Installed

Required Documentation

Final Invoice

Equipment Registration Form

Rebate Payment

Rebate Amount

Rebate Received

Operating Charging Stations

Additional Considerations

I installed my charging stations, what's next?

Submit your incentive request and all required documents through the Charge Ready Application Portal.

You will need to submit your incentive request through the Charge Ready Application Portal and submit all required documents to receive your rebate.

We cannot pay your rebate until all documents have been submitted.

Please submit the following documentation to the Charge Ready Application portal under *File Uploads*

Charging Equipment Rebate

- A copy of the installation permit and evidence of final inspection.
- A copy of the [final charging equipment purchase invoice](#).
- A copy of the charging equipment installation invoice if not included on the equipment purchase invoice (equipment purchase price should be broken out from the installation costs).
- A copy of the completed [Charging Equipment Registration](#) (to be completed by your Network Service Provider)
- A copy of the rebate assignee's Form W-9 and 590 or Equivalent Tax forms

Customer-Side Make-Ready Rebate

- A copy of the final infrastructure costs broken down by design & engineering, permitting and construction
- Evidence of permit sign-off/final inspection for customer-side make-ready work
- Evidence of C-10 licensed and insured contractor to perform your EVSE installation & Electrical.
- A copy of the final as-built map including E-Sheet and Load Calculations
- Evidence of Panel Capacity Verification
- A copy of property Title or Grant Deed

Charge Ready Program

Status

Construction Complete

Charging Stations Installed

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Final Invoice

Equipment Registration Form

Rebate Payment

Rebate Amount

Rebate Received

Operating Charging Stations

Additional Considerations

Final Charging Equipment Invoice

What information is required on the invoice?

The final construction costs must be broken down by design & engineering, permitting, and construction. The final charging equipment invoice must include model number, quantity, equipment unit cost, installation cost, vendor name, customer name, and payee (if different than the customer name).

Construction Invoice

General Contractor Inc. 123 Address St. City, State 90000	Invoice Date: 1/1/2023 Invoice Number: 01
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Bill to:
Customer Name 123 Address St. City, State 90000

Project Address:
123 Address St. City, State 90000

Description	Cost
Design & Engineering Cost	\$ 25,000.00
Construction Cost	\$ 60,000.00
Permitting Cost	\$ 15,000.00
Total	\$ 100,000.00

Invoice

Charge Ready Vendor Inc. 123 Address St. City, State 90000
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Invoice Date: 1/1/2023 Invoice Number: 01
--

Bill to:
Customer Name 123 Address St. City, State 90000

Project Address:
123 Address St. City, State 90000

Description	Qty	Unit Cost	Total
Charging Equipment [Model Number] Single Port	4	\$ 2,900.00	\$ 11,600.00
Charging Equipment [Model Number] Dual Port	4	\$ 5,800.00	\$ 23,200.00
Network Service 10 years	12	\$ 8,100.00	\$ 97,200.00
Charging Equipment Installation	12	\$ 500.00	\$ 6,000.00
Sales Tax			\$ 14,145.00
Shipping			\$ 500.00
Total:			\$ 152,645.00

Charge Ready Program

Status

Construction Complete

Charging Stations Installed

Required Documentation

Final Invoice

Equipment Registration Form

Rebate Payment

Rebate Amount

Rebate Received

Operating Charging Stations

Additional Considerations

Charging Equipment Registration Form

What is the Charging Equipment Registration Form?

The Charging Equipment Registration Form is used by SCE to collect more information about your charging equipment and provides us with a unique identifier for each charging port in order to measure usage at each individual charging port.

Your Network Service Provider will be populating this form and sending it to SCE. If you would like more information, instructions can be found in the [Charging Equipment Registration Instructions](#).

Charging Equipment Registration Form – Tab 1

ID	EVSEID	LocationID	EVSEManufacturer	EVSEModelNbr	EVSESerialNbr	NetworkProvider	TypeOfEVSE	NbrOfPorts	EVSE_MaximumKW	Latitude	Longitude	EVSEActivationDate
100	[Vendor Code]-[EVSESerialNbr]	IDNumber	Manufacturer	Model Number	Serial Number	Provider	EVSE	#	kW	#	#	00/00/0000

Charging Equipment Registration Form – Tab 2

ID_Port	PortID	EVSEID	LocationID	Port_MaximumKW	ADA_Accessible
100a	[Vendor Code]-[EVSESerialNbr]-[Px]	[Vendor Code]-[EVSESerialNbr]	IDNumber	kW	Y/N

Charge Ready Program

Status
Construction Complete
Charging Stations Installed
Required Documentation
Final Invoice
Equipment Registration Form
Rebate Payment
Rebate Payment
Rebate Received
Operating Charging Stations
Additional Considerations

Rebate Payment

Who will receive the rebate payment?

If you are to only receive the Charging Equipment Rebate, you will have the option to assign the rebate payee in the Charge Ready Application Portal (shown to the right).

If you are to receive multiple rebates, a single rebate check will be issued for the sum of all rebates that you qualify to receive. Customers receiving multiple rebates are those customers that are participating in the Customer-Side Make Ready Program or the Maintenance and Networking Rebate Program.

Not all participants will be eligible for a rebate. Please refer to your participation agreement for more information.

Payment Details

Payee Selection *

Select

Customer

Trade Pro

Other

When will I, or the assigned payee, receive the rebate payment?

After you complete the installation of your charging stations and SCE has verified the operational status of the charging stations, SCE will review your submitted documentation for accuracy and completeness. SCE will initiate processing the rebate for remittance to the assigned payee after all required documentation has been submitted completely and accurately. Rebate processing may take up to 4 weeks. A physical check will be mailed to the address listed under *Payee Information* in the Charge Ready Application Portal.

Charge Ready Program

Status

Construction Complete

Charging Stations Installed

Rebate Received

Post-Rebate Responsibilities

Submitting Usage Data

Operating Charging Stations

Additional Considerations

I received my SCE Rebate, what's next?

Participate in any surveys and data requests from SCE and respond in a timely manner

These surveys and other data requests will assist with program evaluation and improvement initiatives.

Provide SCE with monthly usage data and other related data in the form, format and frequency specified by SCE

Please see [Submitting monthly usage data](#)

Aggregated data will be used to identify load management opportunities and enhance vehicle-grid integration for future utility initiatives.

Operate and maintain your charging stations in good working order at the originally installed location for 10 years.

Within this timeframe, you may upgrade or replace your equipment at any time with a qualified replacement provided that you are responsible for all associated costs, and the new equipment is operated and maintained for the remainder of the commitment period. For more information see [Upgrading or Changing Charging Stations](#).

Charge Ready Program	
Status	
Construction Complete	
Charging Stations Installed	
Rebate Received	
Post-Rebate Responsibilities	
Submitting Usage Data	
Operating Charging Stations	
Additional Considerations	

Submitting monthly usage data

What kind of data will I be submitting each month?

Your Network Service Provider is responsible for sending Charging Equipment Usage Data to SCE every month for your site. This data takes the form of two files, Charging Session data and Charging Interval Data.

If you would like to see what your Network Service Provider is providing to SCE, the [Charging Equipment Usage Data Monthly Report Instructions](#) will provide guidance on what is expected.

How to Upload?

Our 3rd Party Evaluator will reach out to your Network Service Provider with instructions on how to upload the usage data for your site. Your network service provider can take it from here!

Status

Construction Complete

Charging Stations Installed

Rebate Received

Operating Charging Stations

Understanding your Electric Bill

Time-Of-Use Periods

Managing Electricity Use

Demand Response

Charging Fees for EV Charging

Charging Station Not Working?

Additional Considerations

New Meter Service: Understanding your Electric Bill

There are 3 TOU-EV Rate Options

TOU-EV-7 Rate Option
Available to customers with demand of 20 kilowatts (kW) or less

TOU-EV-8 Rate Option
Available to customers with demand above 20 to 500 kW

TOU-EV-9 Rate Option
Available to customers with demand exceeding 500 kW.

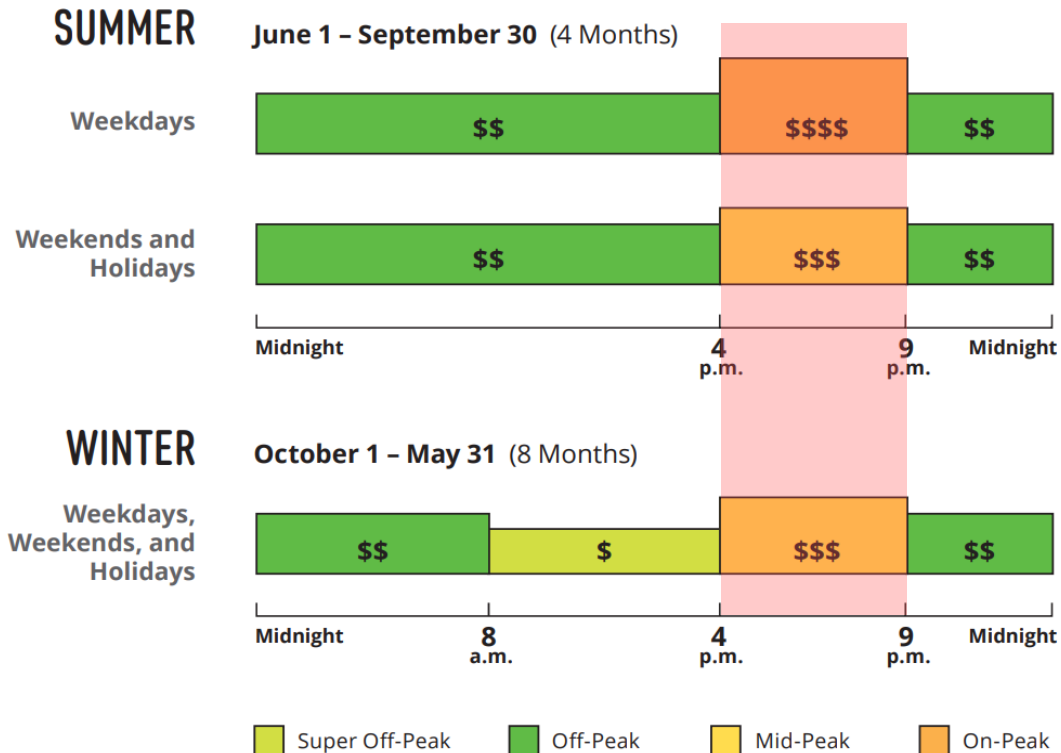
TOU-EV rates are made up of three main charges:

- A monthly **customer charge**, which does not vary based on usage.
- **Time-Of-Use (TOU) energy charges** are the cost per kilowatt-hour (kWh) of energy used in each TOU period. TOU periods vary by time of day, day of the week, and season.
- **Facilities-Related Demand (FRD) charges** apply year-round and are calculated per kilowatt (kW) according to the highest recorded demand during each monthly billing period, regardless of season, day of week, or time of day. Please note that FRD charges are not currently applicable for TOU-EV rates.

Charge Ready Program	
Status	
Construction Complete	
Charging Stations Installed	
Rebate Received	
Operating Charging Stations	
Understanding your Electric Bill	
Time-Of-Use Periods	
Managing Electricity Use	
Demand Response	
Charging Fees for EV Charging	
Charging Station Not Working?	
Additional Considerations	

Time-Of-Use Periods

SCE’s TOU-EV rates are based on time-of-use periods. Rates are highest during on-peak periods (4 p.m. – 9 p.m) as energy demand spikes, and lower overnight, morning and mid-day. Rates are also higher in the summer months and lower in the winter months. Shifting your charging window away from the on-peak period can result in significant savings.



Charge Ready Program

Status

Construction Complete

Charging Stations Installed

Rebate Received

Operating Charging Stations

Understanding your Electric Bill

Time-Of-Use Periods

Managing Electricity Use

Demand Response

Charging Fees for EV Charging

Charging Station Not Working?

Additional Considerations

How to manage your site's charging load

Managing Electricity Use

The combination of load management, TOU rates, and demand response will help you manage electricity use and minimize your electric bill.

Two ways to manage your load are:

1. Manually scheduling your charging windows to move charging to off-peak periods.
2. Automated Load Management. Your charging stations may be equipped with automated load management software to automatically start and stop charging or reduce the flow of current to vehicles during on-peak periods with high demand and high costs.

Speak with your network services provider to learn more about how they can help you manage your charging.

Demand Response:

The suite of Charge Ready programs also requires that the meter recording usage for the charging stations be enrolled in a demand response (DR) program. DR programs are typically structured to offer incentives for reducing electricity use when the demand for electricity is high. Please see [Demand Response Enrollment](#) for more information.

Charge Ready Program

Status

Construction Complete

Charging Stations Installed

Rebate Received

Operating Charging Stations

Understanding your Electric Bill

Time-Of-Use Periods

Managing Electricity Use

Demand Response

Charging Fees for EV Charging

Charging Station Not Working?

Additional Considerations

Demand Response Enrollment

Customers with Electric Vehicle Charging Stations installed through the Charge Ready program must enroll in a demand response (DR) program.

Demand Response (DR) encourages customers to reduce their energy usage during specific time periods, known as Load Reduction Events. Load Reduction Events will slow the charging speed for an EV. These events help to reduce stress on the electrical grid when the demand for electricity is high and can reduce the overall carbon intensity of the grid.

You will be auto-enrolled in the Emergency Load Reduction Program, but you may choose to enroll in a different DR program if you do not wish to be enrolled in the Emergency Load Reduction Program.

While not required to reduce demand during a DR event, it is highly encouraged and customers may receive bill credits, a reduced rate, or other forms of compensation if they do reduce demand.

Charge Ready Program	
Status	
Construction Complete	
Charging Stations Installed	
Rebate Received	
Operating Charging Stations	
Understanding your Electric Bill	
Time-Of-Use Periods	
Managing Electricity Use	
Demand Response	
Charging Fees for EV Charging	
Charging Station Not Working?	
Additional Considerations	

Cost Recovery: Charging Fees for EV Charging

Work with your vendor upfront to better understand your cost recovery options and pricing structure.

Questions to Consider:

- What are my current rates?
- What are your goals with EV charging on your property?
- What behavior do you want to incentivize from your drivers?
- Are you going to charge your drivers?
- How will station fees be collected from the vendor?
- What administrative fees will the vendor charge?

Work with your vendor to understand regulatory compliance requirements that are applicable to your situation.

California’s Division of Measurement Standards (DMS) established the Electric Vehicle Fueling Systems regulation¹ that applies to all new Level 1 and Level 2 public charging stations that accept payment as of January 1, 2021, and new direct current fast chargers (DCFC) installed as of January 1, 2023.

1. https://www.cdfa.ca.gov/dms/pdfs/regulations/EVSE-OAL_EndorsedLetter-and-FinalText.pdf

Charge Ready Program

Status

Construction Complete

Charging Stations Installed

Rebate Received

Operating Charging Stations

Understanding your Electric Bill

Time-Of-Use Periods

Managing Electricity Use

Demand Response

Charging Fees for EV Charging

Charging Station Not Working?

Additional Considerations

Charging Station Not Working?

1. Check Meter for Power

Check your meter to see if there are visible digits on the screen.

If not, there may not be power to your property. Call SCE helpline at (800) 655-4555.

If the digits on the meter are visible, go to #2.

**SCE's Safety Hotline
1-800-611-1911**

2. Check Power to Station

Check to see if the POWER light is illuminated on the charger.

If not, the breaker may have tripped. Please reset the breaker.

If resetting the breaker doesn't fix the issue, there may be a problem with the infrastructure between the meter and charging station.

Call your infrastructure installer to set up an appointment

3. Check Station Functionality

If power exists to the charging station, but it isn't charging the EV, it may need to be reset.

If the charging station is in error mode, please select the internal reset function.

If power exists to the charging station and the reset didn't work, there may be an issue with the equipment.

Call your charging station manufacturer to set up an appointment.*

* If station is owned and operated by third party, contact your third-party representative. If station is owned and operated by SCE, then email ChargeReadyHelp@SCE.com

Charge Ready Program

Status

Construction Complete

Charging Stations Installed

Rebate Received

Operating Charging Stations

Additional Considerations

End Participation

Swapping Out Stations

End of Commitment Period

Additional Questions

End Participation

I no longer want to have charging stations on my property.

We encourage you to work with your SCE representative to explore your options.

If you choose to terminate your participation in the Charge Ready Program, you will be responsible for reimbursing costs incurred by SCE in connection with deploying the infrastructure at the participating charging site on a prorated basis (over the ten-year Term of Service), including any rebate payment(s) (if already paid), within 60 days from the termination date.

I am selling my property.

If you are selling your property, work with your SCE representative to transition the contractual obligations of a Charge Ready Participant to the Owner of the property or a new entity (“Assignee”) where Electric Vehicle (EV) Charging Equipment was installed. The new assignee will assume the responsibilities for continued participation in the Charge Ready Program for the duration of the remaining Commitment Period.

Charge Ready Program

Status

Construction Complete

Charging Stations Installed

Rebate Received

Operating Charging Stations

Additional Considerations

End Participation

Swapping Out Stations

End of Commitment Period

Additional Questions

Upgrading or changing charging stations

I want to upgrade/change the charging stations on my property.

Within the program terms, you may upgrade or replace your equipment at any time with a qualified replacement. You will be responsible for all associated costs, and ensuring the new equipment is operated and maintained for the remainder of the commitment period. No rebate will be provided by SCE for swap-outs.

All EV charging equipment must be selected from SCE's Approved Product List (APL) or otherwise approved by SCE for installation under this program, in a quantity approved by SCE. Your Charge Ready infrastructure was installed according to the specifications of your current charging stations. Please do not install new charging equipment without first notifying SCE.

Alert SCE prior to purchase and provide information on the charging stations that will be installed (a purchase order, quote, or invoice will suffice). Please also alert SCE if you will be changing Network Service Providers.

Charge Ready Program	
Status	
Construction Complete	
Charging Stations Installed	
Rebate Received	
Operating Charging Stations	
Additional Considerations	
End Participation	
Swapping Out Stations	
End of Commitment Period	
Additional Questions	

What happens after the commitment period is over?

You are required to operate and maintain charging equipment in good working order at the originally installed location for at least 10 years. The 10-year commitment period will commence on the earliest date on which the EV charging equipment is installed and operational.

At the end of the 10-year commitment period, the customer is encouraged to keep their charging stations operational but is no longer bound by the terms and conditions of the Participation Agreement to do so.

Will the easement expire after the commitment period is over?

Per the terms of the easement, the easement does not expire because SCE assumes that the EV chargers will be maintained on the property for an indefinite period of time. If the EV chargers are removed, the property owner may petition SCE to quitclaim and release the easement.

Charge Ready Program	
Status	
Construction Complete	
Charging Stations Installed	
Rebate Received	
Operating Charging Stations	
Additional Considerations	
End Participation	
Swapping Out Stations	
End of Commitment Period	
Additional Questions	

Still have questions?

Do you have more questions, or simply want to learn more about the Charge Ready Light Duty Program?

[Contact us at ChargeReady@sce.com](mailto:ChargeReady@sce.com)

